

**TRAFFIC ENGINEERING ASSISTANT***Class Definition*

Under direction, supervises staff and performs pre-professional traffic engineering work in the operations, planning, parking control, and design of traffic control facilities including channelization, signs and signals.

*Distinguishing Characteristics*

Traffic Engineering Assistant is a supervisory level class assigned to the Traffic Engineering and Parking Division of the Public Works Department. Incumbents normally supervise a team of para-professionals, technical assistants, maintenance or parking control personnel. Considerable judgment and initiative is expected in carrying out assignments. Traffic Engineering Assistant is distinguished from Assistant City Traffic Engineer in that incumbents of the latter perform a higher level of professional and administrative engineering work.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises one or more of the division's sections such as operations, planning, parking control, maintenance and design.

Provides technical advice to other City Divisions as required.

Supervises the preparation of engineering sketches, or geometric requirements, for public and private roadways, parking lots, traffic signals, and street lighting.

Supervises the preparation of various reports, charts, and diagrams; prepares cost estimates.

Provides primary Division review of construction projects, specifications, traffic flow and work site control.

Confers with technical groups and/or community groups on traffic problems.

Makes field investigations on complaints and requests; inspects operational installations for conformance with engineering plans.

Provides information to the public.

Analyzes traffic accident tabulations and makes recommendations for accident prevention.

Conducts traffic studies including origin and destination, travel time, accidents, transit, volume, capacity, parking, and pedestrian surveys for operational or planning applications.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of fundamentals of traffic engineering control and regulation including the various methods and devices used in modern traffic control.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of traffic control and safety devices.

Knowledge of the California Vehicle Code.

Knowledge of traffic engineering methods and the mechanics and materials used in traffic devices.

Knowledge of transportation planning, principles, and techniques.

Knowledge of land use relationships to transportation network functions.

Knowledge of operation of electrical traffic signal equipment.

Ability to conduct traffic engineering studies and prepare reports with recommendations.

Ability to supervise, train, and evaluate subordinate personnel.

Ability to prepare a variety of traffic maps and diagrams.

Ability to prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to prepare in-depth analysis of transportation networks.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's Degree in Civil, Traffic, or Electrical Engineering and one year of professional experience in Traffic Engineering, or closely related field. Additional traffic engineering experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirements*

Membership (Associate Grade) in the Institute of Transportation Engineers is desirable.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Human Resources

DATE: \_\_\_\_\_

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